

## **1. PARTIES**

The Montana Department of Corrections (DEPARTMENT) and Norma Jean Boles (CONTRACTOR) enter into this Contract (11-013-DIR). The parties names, addresses, and telephone numbers are as follows:

Montana Department of Corrections  
Director's Office  
1539 11<sup>th</sup> Avenue  
PO Box 201301  
Helena, MT 59620-1301  
(406) 444-3930

Norma Jean Boles  
424 Tamarack  
  
Helena, MT 59601  
(406) 442-9156

**DEPARTMENT AND CONTRACTOR, AS PARTIES TO THIS CONTRACT AND FOR THE CONSIDERATION SET FORTH BELOW, AGREE AS FOLLOWS:**

## **2. DUTIES/RESPONSIBILITIES OF CONTRACTOR**

Whereas residential chemical dependency treatment and rehabilitation for offenders are critical to the Department of Corrections' mission, it is necessary to collect and analyze data to evaluate the effectiveness of such programs.

CONTRACTOR agrees to provide the following services with respect to analyzing and reporting outcome data for the following treatment units: WATCH West, WATCH East, Connections Corrections West, and Connections Corrections East:

### **2.1 WATCH East/West:**

- A. Ongoing updates of population reports to track offender admissions [and discharges] to and from the WATCH West facility and the WATCH East facility, respectively.
- B. Determine completion ratio based on number of offenders who complete the program in comparison with those who do not complete the program.
- C. Pursuant to the Montana Department of Corrections definition of Return Rate and Recidivism (as adopted by the DOC Advisory Council, May 14-15, 2008), determine the Return Rate and Recidivism Rate by fiscal year and in aggregate.
- D. Continue to compile aggregate totals for DUI's, New Convictions-not DUI, Technical Violations, and Violations Pending/Absconded.
- E. Update excel spread sheet of DUI's and analyze for patterns or trends in DUI offenses or re-offenses.
- F. Update on-going excel spread sheet and report attachment of Technical Violations and provide analysis of patterns or trends in type of violations reported.
- G. Utilizing the last move of offender in OMIS report, update all information.

- H. Track offender compliance with participation, graduation, and aftercare requirements of the WATCH II and the Knights Programs.
- I. Utilizing all of the above data, analyze and formulate report as detailed in reporting section below.

## **2.2 Connection Corrections Butte/Warm Springs:**

- A. Establish and maintain a database that includes a population report and tracking sheets of offenders who have participated at each program location starting in July of 2006.
- B. Determine completion ratio based on number of offenders who complete the program in comparison with those who do not complete the program.
- C. Pursuant to the Montana Department of Corrections definition of Return Rate and Recidivism (as adopted by the DOC Advisory Council, May 14-15, 2008), determine the Return Rate and Recidivism Rate by fiscal year and in aggregate.
- D. Utilizing the last move of offender in OMIS report, update all information.
- E. Utilizing all of the above information, analyze and formulate a report as detailed in reporting section below.

## **2.3 Reporting:**

- A. CONTRACTOR will provide DEPARTMENT with a detailed report for the WATCH and Connections Corrections Programs by the 10<sup>th</sup> day of August 2009, January of 2010 and July of 2010. The report shall include: 1) Findings relative to Section 2 of this Contract; 2) Return & recidivism rates for each treatment unit; 3) Total number of technical violations, new convictions, and interventions [in aggregate for each program] and by each treatment unit; and 4) Data on the number of discharges during the reporting period and since the inception of the program(s).

CONTRACTOR will provide DEPARTMENT with additional reports, in conjunction with requests made by the Treatment Contract Program Manager, as needed.

## **3. COMPENSATION/BILLING**

DEPARTMENT shall compensate CONTRACTOR for successful delivery of services (or goods), provided pursuant to Section 2, in the following manner:

- A. DEPARTMENT shall pay CONTRACTOR **\$16.00 per hour**, not to exceed 310 hours and **(\$4,096.00)** (four thousand ninety six and 00/100 Dollars) per contract period for the services described herein.
- B. This rate is inclusive of all travel and per diem. DEPARTMENT will not compensate CONTRACTOR for travel or travel time, lodging, meals, supplies, or any other expense incurred by CONTRACTOR while performing services identified within this Contract.
- C. DEPARTMENT agrees to pay CONTRACTOR within thirty (30) days following receipt of a correct invoice.

- D. DEPARTMENT may withhold payments to CONTRACTOR if CONTRACTOR has not performed in accordance with the terms of this Contract.
- E. The Contract number must be referenced on all invoices and correspondence pertaining to this Contract.

**4. AGENCY ASSISTANCE**

To the extent possible, CONTRACTOR shall use its own facilities and equipment in providing the services set forth in Section 2. However, the parties recognize that services provided to DEPARTMENT may occur within the confines of a secure correctional facility necessitating the use of DEPARTMENT facilities and equipment including, but not limited to, access to inmate records, work space within a correctional facility, and telephone service (e.g., Montana State Prison and Montana Women's Prison do not allow wireless phones within facility).

**5. TIME OF PERFORMANCE**

This Contract shall take effect on August 1, 2010 and shall terminate on July 31, 2011, unless terminated earlier in accordance with the terms of this Contract.

Upon expiration of this Contract, and in the absence of a new written agreement, the terms listed herein shall continue to govern the agreement between the parties until such time as a new Contract is signed.

**6. LIAISONS AND NOTICE**

- A. Rick Deady, Treatment Contract Program Manager, Community Corrections Division (406-444-4902), 1539 11<sup>th</sup> Avenue, Helena MT 59601 or successor serves as DEPARTMENT liaison.
- B. Norma Jean Boles (406-442-9156), 424 Tamarack, Helena MT 59601 or successor serves as CONTRACTOR liaison.
- C. All notices and invoices required in this Contract shall be in writing, properly addressed to the liaison in (A) and (B) above, mailed first-class, postage prepaid. All notices sent via U.S. Postal Service are deemed effective on the date of postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.

**7. OWNERSHIP AND PUBLICATION OF MATERIALS**

All materials CONTRACTOR develops or utilizes (i.e., reports, spreadsheets, etc.) in performing the services set forth in Section 2 above shall be the sole property of DEPARTMENT.

**8. COMPLIANCE WITH WORKERS' COMPENSATION ACT**

Neither CONTRACTOR nor its employees are employees of the State. In accordance with sections 39-71-120, 39-71-401, and 39-71-405, MCA, Contractors are required to comply with the provisions of the Montana Workers' Compensation Act while performing work for the State of Montana.

CONTRACTOR shall provide proof of compliance in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status and maintain such insurance, exemption, or corporate officer status for the duration of the contract. CONTRACTOR shall

submit a copy of all renewals of expired insurance and exemptions to: Department of Corrections, Contracts Management Bureau, Attn: Contracts Manager, PO Box 201301, Helena, MT 59620-1301.

**9. HOLD HARMLESS AND INDEMNIFICATION**

CONTRACTOR agrees to protect, defend, and save the State, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of CONTRACTOR'S employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of CONTRACTOR and/or its agents, employees, representatives, assigns, or subcontractors - except the sole negligence of the State under this agreement.

**10. ACCESS AND RETENTION OF RECORDS**

CONTRACTOR agrees to provide DEPARTMENT, the Legislative Auditor, or their authorized agents with access to any records necessary to determine Contract compliance (Ref. 18-1-118, MCA). CONTRACTOR agrees to create and retain all records supporting the services rendered and/or supplies delivered for a period of three years after either the completion date of this Contract or the conclusion of any claim, litigation, or exception relating to this Contract taken by the State of Montana or a third party.

**11. PUBLIC INFORMATION**

CONTRACTOR recognizes that this Contract may be subject to public inspection pursuant to Article 2, § 9 of the Montana Constitution. DEPARTMENT has a limited ability to assert a privacy interest in the subject matter of the Contract particularly with respect to information which is in the nature of a "trade secret" as the phrase is defined in federal law. In any event, CONTRACTOR agrees to hold DEPARTMENT harmless from any injury caused, in whole or in part, by the review of this agreement by an entity authorized to do so pursuant to Article 2, § 9 of the Montana Constitution.

**12. ASSIGNMENT, TRANSFER AND SUBCONTRACTING**

CONTRACTOR shall not assign, sell, transfer, subcontract or sublet rights, or delegate duties under this Contract, in whole or in part, without the prior written approval of DEPARTMENT. No such written approval shall relieve CONTRACTOR of any obligation of this Contract and any transferee or subcontractor shall be considered the agent of CONTRACTOR. CONTRACTOR shall remain liable as between the original parties to the Contract as if no such assignment had occurred.

**13. AMENDMENTS**

All amendments to this Contract shall be in writing and signed by the parties.

**14. COMPLIANCE WITH LAWS**

CONTRACTOR must, in performance of work under the Contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by CONTRACTOR subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, CONTRACTOR agrees that the hiring of persons to perform the Contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race,

color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Contract.

**15. TERMINATION AND DEFAULT**

- A. DEPARTMENT may, by written notice to CONTRACTOR, terminate this Contract in whole or in part at any time CONTRACTOR fails to perform as required in this Contract.
- B. Either party may terminate this Contract without cause by providing written notice to the other as described in this paragraph. The party desiring to terminate the Contract shall provide written notice to the other, which notice will establish a termination date not less than 30 days from the date of such notice. The termination of this Contract shall not limit any party's pursuit of remedies provided in this Contract or otherwise available under the laws of the State of Montana.
- C. DEPARTMENT, at its sole discretion, may, without 30 days notice, terminate or reduce the scope of this Contract if available funding is reduced for any reason. If funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract must be canceled. (Ref. 18-4-313(4), MCA).
- D. Failure on the part of either party to perform the provisions of this Contract constitutes default. Default may result in pursuit of a remedy for breach of Contract including, but not limited to, monetary damages or specific performance.

**16. CHOICE OF LAW AND VENUE**

The laws of Montana govern this Contract. The parties agree that any mediation, arbitration or litigation concerning this Contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees (Ref. 18-1-401, MCA).

**17. LICENSURE**

CONTRACTOR agrees to provide copies of current licenses and certifications that register CONTRACTOR and any associates performing under this Contract.

**18. INTEGRATION**

This Contract contains the entire agreement between the parties and no statement, promises, or inducements made by either party or agents thereof, which are not contained in the written Contract, shall be binding or valid. This Contract shall not be enlarged, modified, or altered except upon written agreement signed by all parties to the Contract.

**19. SEVERABILITY**

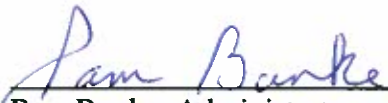
A declaration by any court, or any other binding legal source, that any provision of this Contract is illegal and void shall not affect the legality and enforceability of any other provision of this Contract, unless the provisions are mutually dependent.

**20. COMPLETED CONTRACT**

DEPARTMENT cannot disburse any payments under this Contract until a fully executed original Contract is returned to the Department of Corrections, Contracts Management Bureau, PO Box 201301, 1539 11<sup>th</sup> Avenue, Helena, MT 59620-1301.

**SIGNATURE**

**DEPARTMENT**

  
Pam Bunke, Administrator  
Adult Community Corrections Division

6-15-10  
Date

**CONTRACTOR**

  
Norma Jean Boles

6-22-10  
Date

Approved for Legal Content by:

  
Legal Counsel  
Department of Corrections

6/15/10  
Date